**HR Generalist / Recruitment Focus**

Nebraska Book Company is seeking a dynamic HR Generalist with a passion for talent acquisition! The HR Generalist for Nebraska Book Company (NBC) is a critical member of the human resources team and is far from one-dimensional. The primary responsibility will be leading talent selection for the entire organization including professional positions as well as overseeing staffing in the distribution center. In addition, this role will support employee relations and performance management acting as an advocate for both team members and people leaders. This is an exempt, non-supervisory position, reporting directly to the Director of Human Resources.

**Primary responsibilities include:**

* Managing the full lifecycle of the recruiting process for fulltime office and distribution center staff to achieve staffing goals, including: position posting, screening, conducting phone interviews, coordinating onsite interviews, background checks and offer letter creation.
* Acting as a project manager to oversee hiring of seasonal distribution center staff in partnership with the distribution center team
* Taking a strategic approach to recruiting, effectively selling the employee value proposition and ensuring a robust pipeline of internal and external talent
* Collaborating with HR and the business to develop creative recruiting strategies to improve talent attraction and retention
* Understanding ever changing labor needs of a seasonal business and creating reports to help clarify and explain labor costs
* Serving as a partner to hiring managers to guide the selection process and ensuring good culture fit across all roles
* Acting as the primary administrator of NBC’s Applicant Tracking System, managing requisitions and properly uploading necessary new hire paperwork
* Maintaining relationships with vendors and managing contracts to maximize sourcing exposure
* Managing and improving upon employee referral program
* Accurately entering new team members into HRIS system and working with all necessary internal staff to create an incredibly warm welcome
* Conducting new-hire orientation and facilitating onboarding with hiring manager
* Attending career fairs with HR team
* Managing NBC’s internship program and continuing building NBC’s relationships with colleges to grow a young talent pool
* Partnering with team members and management to communicate various human resources policies, procedures, laws, standards, and government regulations
* Participating in developing department goals, objectives, and systems
* Recommending new approaches, policies, and procedures to effect continual improvements in efficiency of the business area and services performed
* Assisting team members with day-to-day questions about various human resources polices, questions, and other needs that arise
* Partnering with Director of HR to manage and resolve complex team member relation issues; conducting effective, thorough and objective investigations
* Complying with all company personnel policies and practices as well as all federal, state, and local standards/requirements
* Other duties as assigned

**Qualifications, skills, and abilities:**

* Excellent people person, able to communicate clearly and genuinely to both candidates and NBC leadership
* Exceptional planning and organizational skills
* Should be highly adaptable
* Future-focused with change agent mentality
* Creative, enthusiastic, and self-motivated with a positive attitude
* Ability to build relationships and work collaboratively as well as independently
* Ability and desire to problem-solve, prioritize, meet deadlines, and multi-task in a fast-paced environment
* Extremely strong attention to detail with a commitment to quality

**Experience/knowledge:**

* Bachelor’s degree in Human Resource Management or related field
* One to three years of work experience related to human resources preferred
* HR Certification preferred – PHR or SHRM – CP
* Experience recruiting preferred
* Proficient with Microsoft Office (Excel, Word, PowerPoint, and Outlook)